

## MEMO: 43-20

**TO:** All Clubs  
**FROM:** Kathryn Pryer  
**DATE:** 9<sup>th</sup> Jul  
**SUBJECT:** MyFGC process reminder

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Dear Colleagues,

As the season is fast approaching this weekend a friendly reminder regarding the MyFGC system.

### Game Change Requests.

1. An administrator needs to log into MyFGC
2. Go to the administrator tab then click club fixture list
3. Select date range for the fixture you wish to request a change for
4. Search Fixtures
5. Find the fixture you wish to change and click Request Change.
6. Enter in the details you wish to change the game to
7. Submit Request
8. Once request is sent the opposition team needs to approve it.
9. If the opposition team does not approve it then the fixture will go ahead as originally scheduled.

**Please Note:** Game change request need to be done at least 5 days prior to the original scheduled fixture. The game change request will not be changed if within this time period.

### Player Photos

All players must have a photo attached in MyFGC to be able to be attached to a team sheet for game day.

### Player Allocations

All players and coaches must be added to a team in MyFGC. Please note as mentioned in memo yesterday that the shortened team name is the active team for this season.

### Game Day Team Sheets

Game day team sheets need to be submitted 15min prior to kick off.